

SECRET

Approved For Release 2001/04/24 : CIA-RDP78-04718A002200100028-8

STANDARD PROCEDURE FOR SEPARATION FOR ADMINISTRATIVE PURPOSES

Individual Entitled to CSC Appeal

Individual Not Entitled to CSC Appeal

1. Supervisor initiates charges and recommends termination.
2. Director of Personnel reviews for sufficiency and adequacy and determines under which authority final decision should be made.
3. Supervisor prefers charges.
4. Employee has opportunity to request hearing in reply to charges.
5. Hearing, if requested, before Advisory Committee appointed by Director of Personnel.
6. Consideration of employee's reply and of recommendation of Advisory Committee with decision by Director of Personnel.
7. DDCI review of record and referral to Special CSC or recommendation to DDCI to terminate under 122(c).
8. Action by DDCI.
9. Appeal, if any, to DDCI.
6. Consideration of employee's reply and of recommendation of Advisory Committee, with decision and action by the Director of Personnel.
7. Appeal, if any, to DDCI.

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SUBJECT: Termination of Agency Employees

ORIGINATOR: OFFICE:

25X1A9a

151

Acting Director of Personnel

20 Apr 56

Date

Distribution:

6/1 - D/Pers w/attachements

2 - DR

1 - DE

2 - DR/s ✓ Cheow & Langest ✓

1 - General Counsel

1 - D/Sec

1 - D/Pers Stayback